



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Albert V. Mays, Jr., Treasurer  
Friends of Margaret Workman  
P.O. Box 3702  
Charleston, WV 25337

NOV 13 2002

Identification Number: C00370908

Reference: Amended July Quarterly Report (4/25/02-6/30/02), received 7/25/02

Dear Mr. Mays:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule B of your report, you have itemized disbursements for which you have failed to include the complete address and purpose. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "retainer", "election day expense", "expenses", "invoice", "support", "expense reimbursement", "miscellaneous", "professional services", "get-out-the-vote" and "voter registration". (11 CFR §104.3(b)(4)) Please amend Schedule B of your report to correct the descriptions which do not meet the requirements of the Regulations.

-Schedule B of your report discloses reimbursements to individuals for